



STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR
THOMAS C. BOUSKA, SERVICE AREA MANAGER

March 25, 2014

Kristie Reel
1930 S. 6th St.
Council Bluffs, IA 51503

Dear Child Care Provider,

This letter is in regards to the March 24, 2014 compliance check of your Level C2, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

During the compliance check you reported that your co-provider, husband, no longer wishes to remain on your registration as a co-provider. DHS compliance and provider discussed dropping to a Cat C1 and placing husband on registration as an assistant/substitute. Provider will contact DHS Central Office by 3/28/14 to initiate change in registration level.

The following areas were out of compliance at the time of my visit:

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov. **Provider had a sign by the front door but it needs to include telephone number and website.**

☐ 110.5(1)p Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician. **There were 2 children sleeping in car seats. This is against policy. Please make sure to put children to sleep in a play pen for nap times.**

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. **The provider's cat exam and immunizations expire this month and provider needs to obtain annual exam and immunization. There is a new pet form, please contact CCRR or look on line to obtain new form for vet exam.**

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. **Both provider and husband need exams. There is a new health exam form that you can obtain on DHS website or from CCRR. The new completed forms are good for 3 years.**

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains: **Provider is going to change husband from co-provider to assistant/sub.**

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

☐ 110.5(2)d An individual file is maintained for each substitute and contains: **Provider is going to change husband from co-provider to assistant/sub.**

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. **Files need to be updated annually.**

Each file contains:

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment. **None of the children had this form in their files.**

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. **Children need a long form filled out and then provider can use ½ sheet medical update the following years.**

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. **Some children had and others did not.**

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

☐ 110.10(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME
CATEGORY "C" **Provider is changing to a Cat 1 registration. The provider was not over**

numbers at the time of the visit. This is included as a reminder to provider regarding how many children she can care for.

☐ 110.10(1) a Not more than 8 preschool present at any one time, including infants.

☐ 110.10(1)b Of these 8 children, not more than four children under the age of 24 months are present at any one time.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: May 15, 2014.

X _____
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,

Michelle Noddings
Social Worker II
mnoddin@dhs.state.ia.us
417 E. Kanessville Blvd.
Council Bluffs, IA 51503
(712) 328 - 5713

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).